



Trailwood PTA Request for Funding

If you need to spend more money than was originally budgeted for your activity or if you plan a new activity that has not been included in this year's PTA budget, please complete and submit this form to Kelli Stouder for consideration.

- The Executive Board must approve any unbudgeted expenditures
- The General PTA Membership must approve any unbudgeted expenditures over \$250.00

Date: _____

Submitted by: _____

Proposed Activity: _____

Briefly describe purpose and goals of activity: _____

Proposed Expenditures: _____

Submit to President prior to monthly Executive Board meetings (1st Tuesday of the month)

For Treasurer:

Date Approved: _____

Budget Category: _____